

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an exception to [specific policy or rule] regarding [specific issue] due to [brief explanation of circumstances].

[Provide additional details supporting your request, including any relevant dates, experiences, or documentation.]

I greatly appreciate your consideration of my request and would be grateful for any assistance you can provide.

Thank you for your time and understanding.

Sincerely,

[Your Name]

[Your Position, if applicable]